



## **PARKS AND GOLF COURSE SUPERVISOR**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To plan, assign, supervise and participate in maintenance of the City's landscaping, parks and golf courses; to coordinate the City's landscape contracts and supervise maintenance of public rights-of-way.

### **Supervision Received and Exercised:**

Receives direction from the Deputy Parks and Recreation Manager – Parks Services.

Exercises direct supervision over assigned maintenance staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Assign, review and supervise the work of staff involved in a variety of maintenance activities related to landscaping, parks, golf courses, cemeteries, athletic fields, and sprinkler systems.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for work procedures; implement policies and procedures.
- Develop guidelines and requirements for landscaping projects; prepare specifications for landscape maintenance contracts; inspect the work of landscape maintenance contractors; ensure proper compliance with contract conditions.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

*Effective November, 1988*

*Revised October 1999*

*Revised July 2006 (Supm Received & Exercised)*

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- Identify areas needing repair and maintenance and take corrective action; review work of maintenance staff and ensure adherence to proper procedures and policies.
- Maintain accurate records of work performed, materials used, and associated work; prepare inspection reports and maintain records of all rights-of-way maintained under contract.
- Monitor the application of chemicals on trees, shrubs, grass and flowers to control weeds, insects and plant diseases; set and monitor rodent traps.
- Determine equipment and supply needs; evaluate and monitor equipment performance; requisition supplies and materials; make routine and emergency purchases as required.
- Review and approve new sprinkler system construction plans; establish sprinkler operating schedules according to watering needs, maintain sprinkler systems and monitor and adjust as required.
- Participate in preparation of the section budget; monitor and control expenditures.
- Coordinate section activities with other divisions, other city departments, and with outside agencies and construction contractors.
- Operate maintenance equipment as required utilizing proper safety precautions related to all work performed.
- Respond to requests and inquiries from the general public using the principles of good customer service.
- Perform related duties as assigned.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

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Three years of experience in landscape, park, golf course or sprinkler system maintenance and construction work, including one year of lead responsibility or monitoring the work of contractors.

**Training:**

Equivalent to completion of the twelfth grade supplemented by additional coursework relevant to area of specialization. Requires ability to read and write at a level necessary for satisfactory job performance.

**Licenses/Certifications:**

Possession of, or the ability to obtain, an appropriate, valid Arizona driver's license.

Some positions in this class require possession of, or ability to obtain, an appropriate, valid Arizona Structural Pest Control Applicator's Certification

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.**

**Job Code: 8910**

**FLSA: Non-Exempt**